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Schools and Libraries (E-rate) Program

Service Provider Webinar

August 30, 2016

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About the service provider webinar

- Schools and Libraries (E-rate) Program updates and information relevant for service providers
- Tuesdays at noon EDT
- Agenda topics by audience request
  - Submit yours by the Friday at noon EDT
  - Use “Questions and Comments” section on the registration form
  - Use “What topics would you like us to include in future webinars?” in the post-webinar survey to suggest future topics

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Welcome

Today's Presenters

John Noran
Senior Manager, E-rate Program

Christine Murphy
Moderator

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Welcome

Agenda

- **Navigating EPC**
  - Creating an account/login
  - User Permissions
  - Information location
- **Service Provider RAL .rsp File**
  - Search RAL in your News feed
  - FY2016 and beyond
  - FY2015 and prior
- **Open Q&A**

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E-rate Service Provider Webinar

Navigating EPC

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Navigating EPC

- Your service provider account
  - Login to EPC
- My Landing Page
- User Permissions
  - Account administrator
  - Adding users
  - User rights
- Manage User Profile (make updates)

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Navigating EPC

Information location:

- EPC
  - Receipt Acknowledgment Letter (RAL) (News Feed)
  - Funding Commitment Decision Letter (FCDL) (News Feed)
  - FCC Form 486 notifications (News tab)
  - Search FCC Form 470/471s (Actions tab)

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Navigating Beyond EPC

Information location:

- E-File
  - Service providers file:
    - Service Provider FCC Form 498
    - FCC Form 473 (SPAC – service provider annual certification)
  - Service providers view:
    - Online BEAR information (FCC Form 472)
    - Item 21 (FY2015 and prior)
- Schools and Libraries website:
  - FCC Form 474 – SPI invoicing – FY2016 and beyond file online only

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Navigating Beyond EPC

Search for additional applicant information:

- View FCC Form 470 and 471
  - Request for Proposals (RFP)
  - FCC Form 471 information
- Search Commitments
  - Funding Commitment Decision Letter (FCDL)
- Data Retrieval Tool (DRT) (FY2015 and prior)
  - Accurate information and comprehensive results
- FRN Status Tool (FY2016) coming soon

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E-rate Service Provider Webinar

Service Provider RAL .rsp Files

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Service Provider RAL .rsp File

- FY2016 and future funding years
  - RAL Notification is in the News feed in EPC
  - However, can generate .rsp file at any time on demand from the Actions tab
    - One file per SPIN (same as legacy)
  - File format matches legacy so files can be easily uploaded
- FY2015 and prior files generated through our legacy system
  - Emailed to service providers, one file per SPIN

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Service Provider RAL .rsp File

Generate the .rsp file

- Generating a complete set of FY2016 .rsp files, follow the steps below:
  - Under the Actions tab, choose "**Search and Export Certified FCC Form 471 Funding Request(s)**"
  - Choose "2/3/2016" for the earliest date an FCC Form 471 could have been filed (the first day of the FY2016 filing window) and today's date as the last date
  - Provide your SPIN
  - Click the Search button
  - At the bottom of your search results, click the “Export Search Results" button
  - You will now be able to access the file in the correct format

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Thank you!

Thank you for joining us at today's webinar!

Visit our website, usac.org/sl, to:

- Sign up for next week's webinar (and submit questions in advance)
- Sign up for webinar reminders (click "subscribe" in the upper-right corner)

For questions about the E-rate Program:

- Use "Submit a Question" on our website
- Call (888) 203-8100
- **John Noran:** john.noran@usac.org
- **Mick Kraft:** michael.kraft@usac.org

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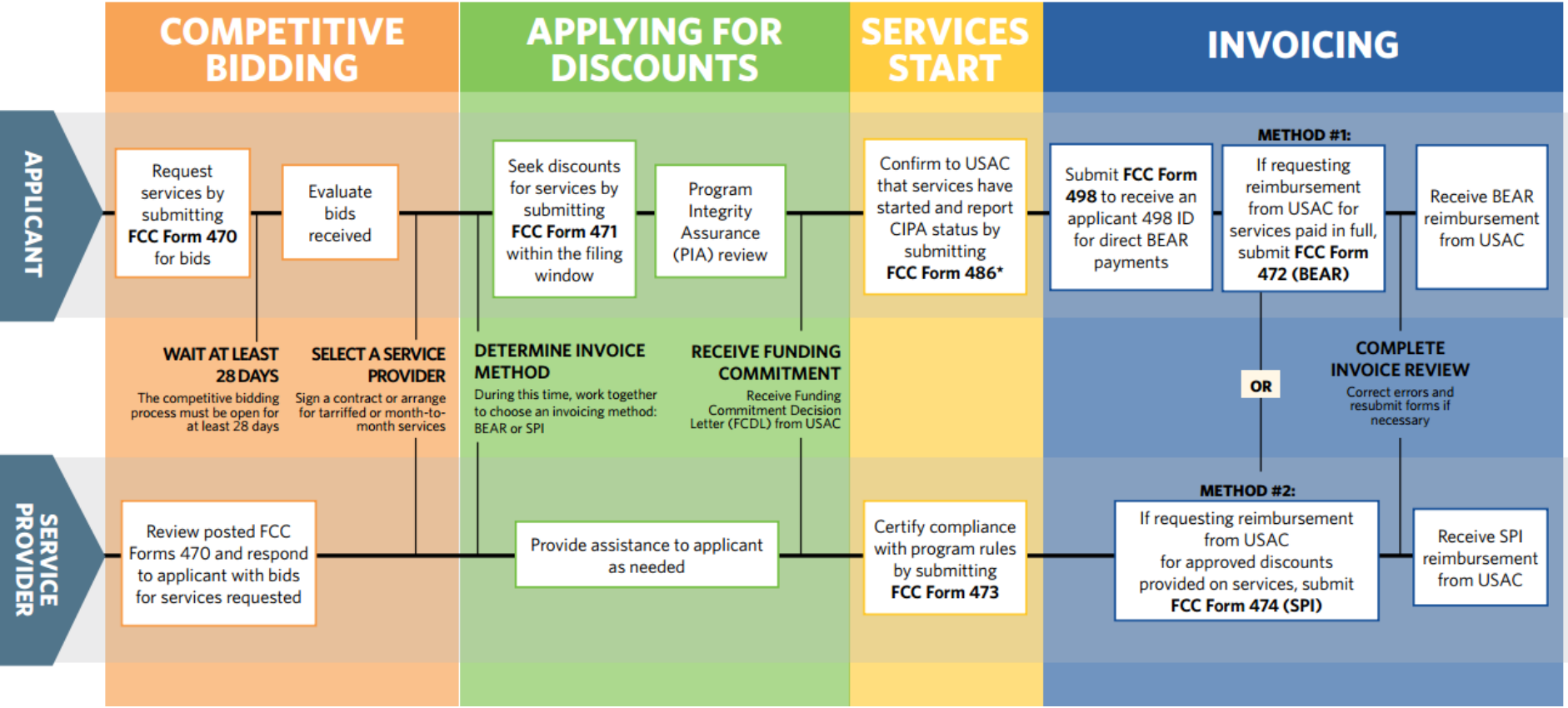
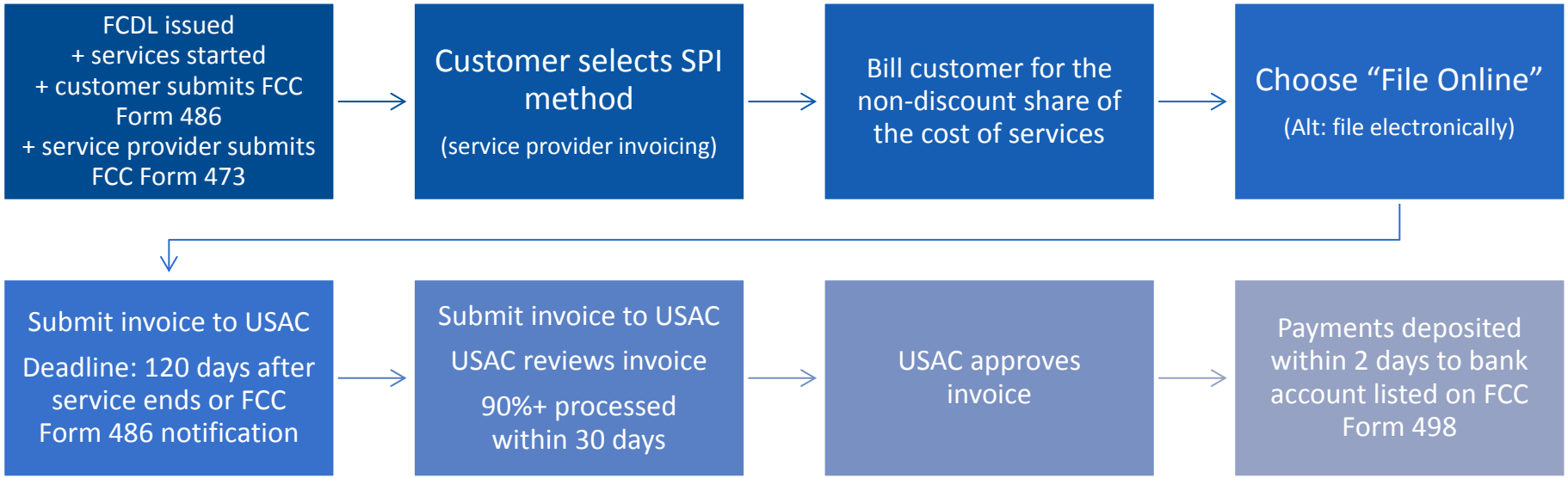
E-rate Program Application Process



Invoicing

FY2016 invoicing process (SPI)



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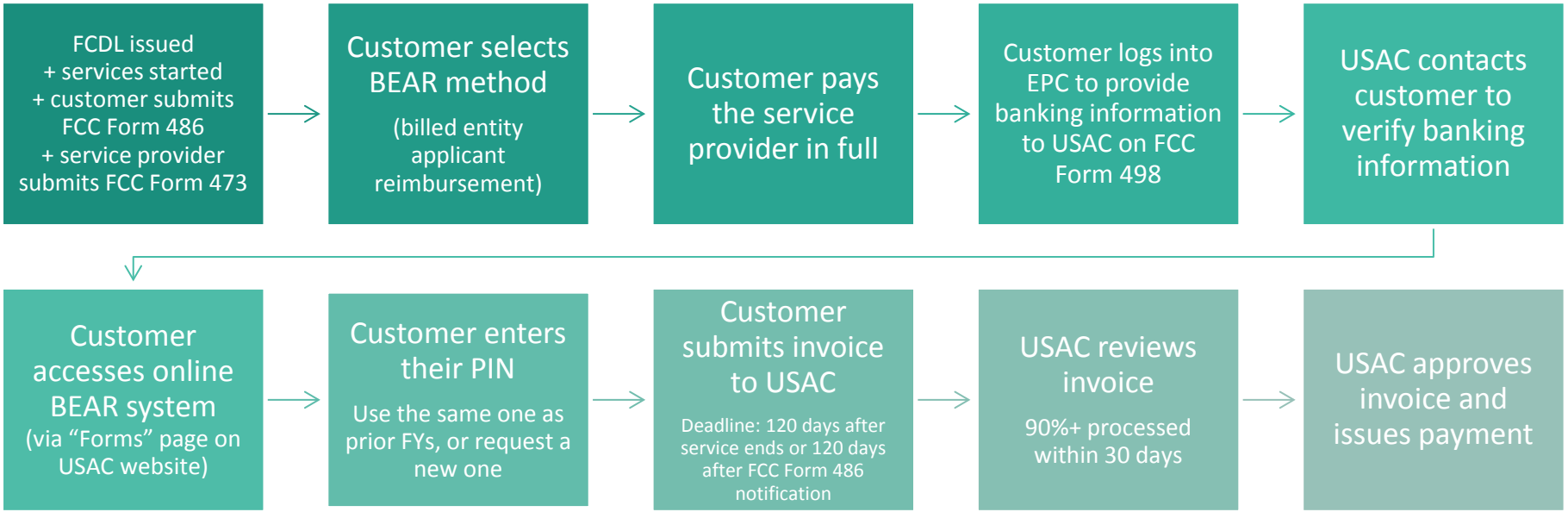
FY2016 invoicing process (BEAR)



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